

**E-MAIL MESSAGE — September 11, 2017**

**TO:** Certifying Officers, Human Resource Representatives, and Benefit Administrators

**FROM:** New Jersey Division of Pensions & Benefits (NJDPB)

**SUBJECT: New Employer Training Webinar — How to Update the Certifying Officer/Supervising Certifying Officer**

**The NJDPB is pleased to announce the addition of a NEW Employer Training Webinar**

**How to Update the Certifying Officer/Supervising Certifying Officer**

This training session covers the process of updating the Certifying Officer and/or the Supervising Certifying Officer. This includes making security changes via the Employer Pensions and Benefits Information Connection (EPIC), setting up the initial Chapter 52 Enrollment Training, the Annual Membership Certification requirement, and a general timeline for the process. The webinar is approximately 30 minutes in duration and includes a Q&A period. PLEASE NOTE: This webinar is NOT a substitute for the enrollment training required under P.L. 2011, c. 52.

**The NJDPB has posted new dates for employer training opportunities through the end of 2017.** Training sessions are open to Certifying Officers and other personnel who are responsible for the administration of pension and health benefits. Available training sessions are offered via webinar and include: Pension Resources for the Employer; EPIC Security Features; How to Update the Certifying Officer/Supervising Certifying Officer; COBRA: When, Why, & How?; IROC Quick Tips; IROC Training; Completing Certifications; The Employer's Role When a Member Retires; When a Member Retires: Going the Extra Mile; Local Education Employer Training; Local Government Employer Training; State Employer Training; and DCRP Enrollment and Processing. **Note: These are NOT a substitute for the enrollment training required by P.L. 2011, c. 52**

**REGISTER FOR TRAINING**

For specific dates and times for **employer** training webinars or to register for training, please visit our registration page at: <http://www.nj.gov/treasury/pensions/training-intro.shtml> or visit our website at: <http://www.nj.gov/treasury/pensions/> and click on "Employer Training Sessions" under "Counseling and Training" to select the appropriate program.

**DISTRIBUTION OF THIS MESSAGE**

Certifying Officers should forward this message to their Human Resources staff, benefit administrators, and any other staff members responsible for the administration of benefits for employees.

**Please note:** It is important that the Certifying Officer's e-mail address is kept current with the Employer Pensions and Benefits Information Connection (EPIC) to assure the accurate and timely delivery of this information. Update your information using the Employer Demographics application in EPIC.

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If you have questions or concerns about the content of this message, contact the NJDPB at: [pensions.nj@treas.nj.gov](mailto:pensions.nj@treas.nj.gov) or go to: <https://www.nj.gov/treas/pensions/pensionmail.shtml>